Trip Report
EDSI and
Marine Corps Programs Department (MCPD), Fallbrook Detachment
9 Jan – 12 Jan 2004

Purpose. To (1) discuss administration requirements related to tasks assigned to Mr Howard Shank, Ms Collette Randall, Ms Maria Mendoza, and Mr Michael Rodriguez. and other EDSI contractor personnel and (2) to meet with the Fallbrook support staff to create a two year long range planning application development calendar. 3. Bring all team members together to cross train and brief each projects, define requirements and scope for new projects, and establish new software development standards and technologies into our rapid development model.. Government only meeting also occurred with Head of MCPS and needed staff and with My self to resolve EDSI Office requirements, Personnel promotions and HR procedures.

Agenda/Topics Below was the planned agenda for the meeting and following this are my notes on the results of the topics discussed:

Date	Time	Topic	POC	Goal
13-Jan	7:30	Gathering, Introductions, Opening Remarks	Bob and Steve	Protocol and Set the Climate
	7:45	Demo MIRR	Maria & Michael	Provide Update and Next Step
	8:15	Demo MCPD's Tech Doc Retrieval System	Kathryn Walker	Explain Use and Incubate
	8:45	Break	All	
	9:00	Lot Grading	Steve	Brief and define answers, Incubate
	9:30	M2C History Repository	Steve	Brief, then Incubate
	10:00	ABMS 2.0 Target Releases	Steve	Define dependencies
	10:30	MCPD Equal Update and Demo	Michael	Evaluate product, Determine next step
	11:00	23 Oct O3 Email Workload Update	Steve	Review, Answer, Incubate
	11:30	LUNCH	Bob and Steve	Nourishment
	12:15	MCPD Tour of Facilities	Bob	See Facilities and intro MCPD's staff
	1:00	Documentation Briefing KM & AAOG etc	Bill	Present plan for approval
	1:30	MCPD's NMCI Update	Carl Shaver	Update and define hurdles
	1:45	Break		
	2:00	Demo All WWI, Serialized etc	Sandi Bird	Technical demo
	2:30	Demo 'As Built' Database	Sandi Bird	Technical demo
	3:00	Demo CAF Files	Maria & Michael	Technical demo
	3:30	Demo DLS	Maria & Michael	Technical demo
	4:00	Wrap Up - overview	Bill	Wrap Up Discussions/Documentation
	4:30	Conclude Day One	Bob / Steve	Depart MCPD

Date	Time	Activity	Who	Notes
14-Jan	8:00	Recap for Howard	Bill	Back brief
	8:30	ARS DEMO/Maint. of Families and Groups	Howard & Collette	Explain use
	9:15	OPS DSD Demo	Howard & Collette	Explain use
	9:30	JANE Demo	Howard & Collette	Demo and incubate
	10:00	Break	All	Howard needs a lunch break
	10:30	CVS Discussion & MS Project Server & CM	Howard & Collette	Explain use and implement
	11:00	ULAS and MUREP Maintenance	Howard & Collette	Demo and incubate
	11:30	East Coast Developmental Servers and Office	Howard & Collette	Demo and incubate
	12:00	Access Level to KMP for MCPD users	All	Define and decide on new procedures
	12:30	Overflow Time	All	Wrap up on teleconference (TLCF)
	1:00	Working Lunch	All	Nourishment
	1:30	Web Re-Design of PM Ammo	Collette	Demo and incubate
	2:30	KM - Secure	Steve	Define requirements, Incubate
	3:00	ASP - vs. - ASP.NET	Maria & Michael	Define requirements, Incubate
	3:15	Break	All	
	3:45	Overflow Time	All	Wrap Up Discussions/Documentation
	4:30	Wrap Up - Overview	Bill	Prepare and agree on recap for Howard
	5:00	Conclude Day Two	Bob / Steve	Depart MCPD
15-Jan	8:00	Recap for Howard		
	8:15	IAVA Processing and Tracking	Steve	Explain and implement
	8:30	KMP Access Controls	Howard	Address Howard's read-ahead
	9:00	KMP Team Roles	Maria & Michael	Define and decide on new procedures
	9:30	Break	ALL	Howard needs a Lunch Break
	9:45	KMP Data Normalization	Steve/ALL	Define and decide on new procedures
	11:15	KMP Standards	Maria & Michael	Define and decide on new procedures
	11:45	Crane 403 Source Data	Maria & Michael	Define requirements, Incubate
	12:00	Lunch	ALL	Nourishment
	12:00	Automate Morning Report	Steve	Define requirements, Incubate
	12:00	Liaison Morning Reporting	Steve	Brief and incubate
	12:30	Break	All	
	12:45	Resume TLCF	Howard	
	12:50	Open Discussions	ALL	Goal is to conclude Automated and Liaison Morning Reporting
	1:30	Monitoring Daily Jobs	Howard	Define and decide on new procedures

2:00	KMP West becoming Main Server - MCPD	Maria & Michael	Define and decide on new procedures
2:15	Break	ALL	
2:30	Break Out Sessions to Work out Tasks	Bill	Take all incubates and define next steps
3:15	Create Master Development Plan	Bill	Tasks, Milestones, & POCs
4:30	Conclude Day Three	Bob / Steve	Depart MCPD

Monday 12 Jan 04:   I reported to MCPD at 0800 Hrs to Mr Wayne Ventuleth and Bob Repking. Topics discussed were:

- EDSI Personnel policy issues
- Computer Scientist Intern Program
- PD for a GS-13
- WUA Budget for FY04
- Modifications to EDSI Office in Stafford, VA
- Promotions and Awards

Additional personnel were summoned in to support this meeting to include Barbara Von Nordheim, Stephanie Maskell, Harry Solter, Dan Reagle, etc. Mr Repking was asked to provide me resume of personnel that would likely be cost effective and already on site for potential work. I have also asked for a potential Award Trophy of Ammunition in nature that could be passed to the Branch each month who had the most active KMP User for that month. Meetings concluded with me working on last minute adjustments to the KMP Meeting agenda for the next day. I left MCPD at 1700 Hrs. and had interfaced with Mr. Wayne Ventuleth, Mr. Carl Shaver, Mr. Bob Repking, Mr. Jim Walker, Mr. Jim Weber, Ms. Stephanie Maskell, and Mr. Mark Kuhn

Tuesday 13 Jan 04:
Reported to Fallbrook at 0700 hrs. This day was our fist day agenda designed to cross train all developers on each others program applications. Additionally MCPD personnel were present, at times as ,many as 25 people were in attendance with our KMP Planning Meeting. I received briefings on:

- *MS Project Server and Concurrent Version Services (CVS) Servers in EDSI:*– Stafford, upgrades are be put in place to throttle an increase for bandwidth. Secondary IP address was also received. **Next Step(s):** Complete testing and deploy.
- *Data modeling* to attain normalization. As the KMP Database grows the Normalization and technical planning requirements will grow as well. To date we have seen a 300% growth with our database and expect a annual growth of 100% every two years. Annually we will have to apply re-engineering, develop db standards for Non-KMP programmers to be aware of, and match OIS's third normal form. **Next Step(s):** I will present Normalization Issues to our group, likely assignment of a DBA will be required to assist in the future. All agreed all future db actions would be designed in Modular components so one application's data reengineering would not necessarily bring down the entire KMP.
- *MIRR:* Differences between inventories worldwide, Lots, NARS 3-day requirements, Marine Corps policy, ESI Explosive Safety Inspection, prototype screens, NMCI Issues impacting the KM East were all presented to me. **Next Step(s):** Install MIRR on ULASdb for PM Ammo Demo.
- *Technical Document Retrieval System:.* Representatives from the Tech Library presented the over all description of the Tech resources. I stated that I wanted knowledge management applied to document retrieval and the Technical Resource Center (TRC) will be merged into KMP, Change Control Board (CCB) is on KMP, that a Database of documents are currently stored in relational database so that they can be searched and linked to docs. It was described to me that the relational database was a Access front end on SQL database that was started before KMP, and is not easily compatible. I asked what was the current process and I was told that there is a process where every document is entered into library by two persons, both government employees. NMCI removed the scanning options available to them. I requested the action officer to review NMCI's

CLINs as I was sure that there would have to be scanning potentials and needs within other commands. This is a due out to myself to review with our MCSC personnel for options. I am very concerned by not having NMCI for their Library it is a risk and vulnerability for us all. Next Step(s)(s): Gather additional Information, Set priorities for development. Access controls (MCPD vs. MARCORSYSCOM), Setup for hosting on West coast KME – east KM will link to it. We must have Boundary one and two issues resolved. I tasked to rate db growth over a six month average. **Next Step(s):** Continue to collect preliminary information for formal plan presentations to team.

- *Lot Grading:* I was given the once over the world with Lot Grading. Addressed were current system assigns condition code A-M to each lot of ammunition within DODIC. PM Ammo wants a new grading system separately from condition codes and priorities that can replace current system. The WRMR and TMR are both competing for the same priorities within our USMC Ammo Stockpile. I explained that MPF ships must have best ammo (priority one), by policy. I received the proposal from the engineer on the task order and advised him that I would review and provide a response staffed through Dennis and Karen. Michael Donovan wants to know if Ammunition Data Card information can be added to KMP to control information source – necessary for Lot Grading. We will review at a later date when this task is assigned a work timeframe. **Next Step(s):** Review Lot Grading, work with MCPD's Branch Head to set up a 10-25 Dodic sample proof of concept plan for our IMSD review and approval. Maria will do Lot Grading project.

- *M2C History Repository:* MAARS Tapes used for History are getting past their recommended shelf life and I have instructed the KM Team to explore setting up a MAARS like data structure so we may spin tapes of the MAARS and onto a KM db. Team would then review current MAARS screens for History and develop some screens that could allow easier retrieval of History data. I announced the potential loss of Joe Shean in the next 30 days. **Next Step(s):** Michael and Maria will look at MAARS II document and data model and attempt to make decision that despite not here today but would favor migration to the CAIM-OSE models; Systems Gov Personnel provide KMP team with raw data.

- *ABMS 2.0 Target Releases:* IDES of March Release (by March 30). **Next Step(s):** Team will collaborate with Mike Yeagy on security. Schedule to be worked for deployments on West and East servers will be provided by Jerry Webster. Jerry will ask Mike Yeagy how we determine and query from ABMS the most recent purpose, program specifics, and time. IMSD will ask AP&B ABMS Admin to make it official when he posts the PRESBUD and notify KMP team Once we get the "as of" date (when it was updated), we should display it on the ARS.

- *Residual Due outs from October 2003 email:* Five issues:
  - One: add NSN packaging description to KMP. Done
  - Two: add propellant database to KMP. Karen said do not implement because test methods have changed. **Robert Repking will investigate errors in the propellant database and deliver recommendations to Me**
  - Three: Serialized Asset Database Migration put on hold. **Next Step(s): retrieve sample formats and do functional analysis of requirements (priority 5)**
  - Four: add Serialized Assets (missiles and rockets) to World Wide Inventory. **Next Step(s): schedule it, retrieve sample formats and do functional analysis of requirements (priority 5)**
  - Five: exemption table to monthly inventory report module. Done
  - Additionally we will investigate query options between sources and provide options to Karen Ross. **Next Step(s):** Howard will interview Karen: what kind of queries. Define requirements.

- NMCI Issues Briefing: Presented a pallet of problems and asked the briefer to detail it down to only those items that he felt would impact KMP, WUA, or the connectivity between MCPD and MCSC. I had asked for his info paper electronically so I may appraise the PM Ammo Staff accordingly. I have since forwarded this Memo to the CIO for their operational awareness that

MCSC might be attuned to see as well. With the NMCI dispute over trusted sites being Navy or Marine Corps I recommended that we move the KMP Server West to Camp Pendleton and make it happen under a USMC Domain. Bob Repking will be exploring this option. **Next Step(s):** Look into putting Marine Corps owned expendable KMP server in B1 environment at Pendleton and see how it works.

- *World Wide Inventory:* This is a big project, and in need of a separate cover. Briefly it entails many processes all dependent on one person, still today. This is critical to the PM Ammo team. So far MCPD has not been able to keep trainees on the job to learn the process. Currently MCPD has this major processing demanding application on an NMCI Laptop. Takes 80 hours to process (including researching). One program alone takes 16 hours to run. I declared this to be UNSAT, for technical reasons. **Next Step(s):** I am proposing a Partnership between Ammo and MCPD to facilitate and improve Ms. Byrd's process. Bob Repking also has some tasks to answer back to me to help facilitate a solution. Ms Byrd is cooperative and providing KMP Team entire database with all programs where we can setup off site and further do a complete analysis to determine migration strategy.

- *DODIC Lot Status (DLS):* Bill Steinhardt will add CAF and DLS to KMP handout. Michael Donovan suggested a potential need for a query capability for FSSG deployed forces to check DLS data against actual stocks. This will be considered, but in the interim I have tasked Michael and Maria will put link on DLS main page saying "you may download DLS into Access 2000 database" that downloads zip file. **Next Step(s):** Team will create a daily job to copy zip file into temp directory and modify web page.

Wednesday 13 Jan 04: *NOTE: We started earlier this date so as to accommodate the participation of Mr Shanks on the East Coast. The night previous we sent him draft notes as a read ahead and we opened our discussions to allow him to ask any questions or provide comments to the previous days notes. Howard had comments and then rolled into his briefings.*

- *ULAS and MUREP* - Briefing and overview was provided. The team needs to perform some updates to be readied at a moments notice. ULAS uses frames, decryption utility needs to be rewritten as a NT service to function in the background to avoid being shut down when the machine is restarted, and needs further optimization for low bandwidth connections. **Next Step(s):** Schedule this for potential in house solution in the near future.

- *eQual Demo:* Delivery did not work and SAIC sent Mr. Montgomery to assist, which resulted in an installation that was viewable and was demonstrated to the team. **Next Step(s):** Interface to Marines On Line (MOL), Michael Rodriguez will continue testing.

- *Operations Decisions Support Database (Ops-DSD):* will be ready for release in January. **Next Step(s):** User documentation, apply Security changes, Setting up email functions, Update KMP handout and put in AOAG, and initiate Q&A process with selected users, and prepare to trap user feedback to develop requirements and functional specifications for version 2.

- *ARS Demo:* Well received and discussion revolved around final preparations for the 24 January release**. Next Step(s):** I will decide whether to display approved or working budget data on quad charts (next week), State of the Stockpile stoplights will be replaced by green, yellow, red, black color codes, Need to write new stored procedures on State of the Stockpile and Current Inventory to reflect 30 September Inventory to reflect rating colors, I will clarify whether the colors for the Current State of the Stockpile and 30 Sept. 2003 Inventory should reflect the current rating colors. Michael and Maria should set up the stored procedures for calculating DODIC, group, and family to execute twice daily. Bill Steinhardt and I will investigate whether the data on ARS will affect the SBU notation on the current SSAA for KMP. I, Howard and Collette will establish and document process for maintenance of families and groups information – Gunner Emminger will scrub the data. New TMR has been received and will pass through testing, Michael must restore style sheets to their original state to preserve the look and feel from original application (Friday) and place it in a separate directory (I wanted ARS to be placed into KMP as a module so as to preserve KMP root as was done for ABMS, Collette will investigate changing the Current Inventory link from Totals to Serviceable, Collette will deliver data loading instructions to Michael and Maria on Friday.

- *East Coast Development Servers and Office:* Howard further addressed the servers and new changes approved by Me through MCPD on Monday. **Next Step(s):** monitor to completion.
- *CVS & MS Project Servers:* Howard briefed that he had to rebuild development server, but still having problems. CVS will centralize project information, documentation and code. All new development will be put in CVS with access control, under PM Ammo's control rather than contractors' control I and Howard will provide training for CVS and MS Project, MS Project. **Next Step(s):** Bill Steinhardt, Howard, and I will determine how to set up permissions on MS Project Server. Howard will implement full backups of CVS and MS Project and store them offsite. Bill and I will set up weekly or biweekly review of MS Project
- *Access level to KMP for MCPD users*: MCPD users must be assigned manager level (Level 4), I will flag all future access requests from MCPD for access level 4. Attendees will discuss security issues related to access levels during the security discussion.
- *Miscellaneous Configuration Management:* the system administration page will display when any changes have been made to the KMP. Ms. Mendoza requested that Howard and Collette notify KMP West of any changes via email until the system administration page.
- *PM Ammo Public Web Site Redesign* Make it more modular and convert it to ASP. Estimated time: one month to release. This has become a priority item – the usage has gone from 600 to 900 hits per month and Systems page is one of the top 5 viewed. **Next Step(s):** Michael and Maria will take over public web site, Collette will pass over code to Fallbrook on Friday. Collette will collaborate with Charlie Black and Liz Taylor on style sheets for Public Site.
- *JANES Demo:* Used by intelligence community to identify all weapons. World wide collection of information about weapons. NMCI facilitated the early conclusion of this demo. Further demo is tabled for Thursday due to bandwidth problems.
- **NMCI Update** – Per Arnold Edgeman "NMCI has delivered ultimatum: If we want to hook KMP up to network, we must move server to Pendleton". I had suggested this the day before as I was briefed that the Navy will not allow trusts between Them and the USMC sites. **Next Step(s):** Bob Repking will do feasibility study of moving the server and create Memorandum of Agreement, or inter-service agreement, to ensure we have access to the server farm. Bob Repking will establish test of web site in Pendleton server farm prior to transferring asset to Quantico. There is more details that need to be established once Mr Repking is able to define our alternatives.
- *ASP vs. ASP.NET:* My team presented me with a productivity gain with a new MS Sponsored Migration briefing. I approved. **Next Step(s):** Collette will investigate whether latest .NET framework is loaded on KMP East. Michael and Maria will send list of all development tools, with version information, to me, and I will check with NMCI to see if it is permitted. We will adopt .NET and run it during our redesign security project. Michael and Maria will do implementation plan – how to carry it out, and cost analysis. Team Training as all will need to learn .NET.
- *KMP Secure:* Michael and Maria will create late version of KMP and public web site to put on SIPRNET. **Next Step(s):** Look at Web Trends data and choose most frequently used files to move over, Michael and Maria will get logos for each application.

Thursday 14 Jan 04 – "Day of Reckoning" Our final day in which we had to complete the agenda and define our priorities so Bill and I could bring back to Quantico and plot our courses, and seek plan approval by PM Ammo management. This day the following was discussed.

- *IAVA Processing:* KME needs to revise CERT application to all servers. **Next Step(S):** Post IAVAs on production server, then note action taken on Sysadmin page. As we expand, we need to make sure all contractors apply IAVA patches and upgrades to ensure they develop in an identical environment.

- *KMP Access Controls*: See attached PPT. **Next Step(s):** Developers review data tables. Break out MemberOrg and normalize data for MemberOrg field. Make UserPrefs table global. Deploy KMP Enterprise on KMP West. Howard will send and explain VB classes to KMP West. Test.

Begin deployment and conversion. Howard will put together work estimate – approximately 4 months?

- All new development will include new system. OPS-DSD will be first test. Jerry Webster will contact Mike Yeagy to find out about using new security on ABMS Version. Roll this and implement .NET this year.

- *MIPR Project:* We talked to Randy Murdock and he provided the database. All MIPR information is entered manually into a Q&A 5.0 database. Troy wants an exception report between current and previous months. We also need to task the M2C to see how procurement, MIPRS, etc. will be affected in OIS? How does Army do it? Need to look at how Navy does it. Put together workflow diagram for MIPR process. Mr. Repking will send URL for Army web site to Maria. **Next Step(s):** Satisfy Troy Wright's requirements, provide exception report based on Mr. Murdock's database, sent once a month exception report for Troy Wright. Interview Mike Miller on Metrics. Jerry Webster will define requirements with Mike Miller. Develop proposal for new process.

- *Crane 403:* PDF report is being manually entered into KMP. **Next Step(s):** Define data formats we need and get Ken Poteet to send the two PDFs in importable format (CSV files). POCs: Joe Whitfield and Ron Riley. Investigate best way to transport information. Set up import of data.

- *KMP Team Roles:* Howard is the appointed configuration manager. WO Weppner will monitor Access Requests process to ensure that all requests are filled promptly. Under new KMP Security Model and user access requests will all be automated. User Set-ups When a user is set up on KMP West, Michael and Maria should copy WO Weppner on the message back to KMP East. I will request that the CIO office create a form for users to request a new password. Michael and Maria will change put link on incorrect password page directing users to new password request page. We also in the long term, need to split SQL servers from IIS servers because system administrators at Quantico may require KMP SQL database to be moved to server farm. When new users are added but old account is not deleted, lock old account and contact user. Once new security model is implemented, account should expire within the time specified by Marine Corps regulations. Bill Steinhardt will find the regulations related to password expiration.

- *Data Source Updates*: If KMP West does not receive a file, they should contact WO Weppner. Job Failures - If job fails, notify Howard, and CC Collette. Howard will demonstrate an SQL Server monitoring tool Friday at 0800 West Coast time. I will pursue database regulatory issues.

- *Morning report and Liaison morning report:* Automatically generate report of who is where. Need organization structure for who can administer other users information, and other features. **Next Step(s):** Requirements and specifications generation. Propose plan.

At the conclusion of the meeting I had each Team member vote on a 1 – 5 scale their perceived priorities, we then tallied out the votes. To my amazement my assumptions as priorities matched the teams. This told me that our team understood PM Ammo's objectives and priorities. I departed MCPD on 15 January and conducted additional business with SAIC the following day, as well as prepared this trip report. I departed from San Diego on Saturday at 0620 hrs. Systems now has a clear plan for KME, that is now going to be placed into a schedule. Below are what the team identified as the priorities for fielding with the lowest number attaining the highest priority:

ARS/Maint. of Families and Groups	10
ABMS 2.0 Target Releases	12
MIRR	13
M2C History Repository	13
Web Re-Design of PM Ammo	13
CVS & MS Project Server	15
MIPR Exception Report	17
KMP Access Controls	18

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